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12-872, 874

JUN 17 1976

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Request for Increase in Office of Training
Personnel Ceiling.

1. This memorandum contains a recommendation submitted for DD/S approval. Such recommendation is contained in paragraph 5.
2. This Staff concurs in the proposal that the OTR personnel ceiling be increased by four positions in order to support the expansion and improvement of the JOT program. Reference is made to memorandum from Director of Training to DD/S dated 22 May 1956 attached hereto (Tab I).
3. The positions, when authorized, will be subject to action by Office of Personnel, Position Evaluation Division, as to position titles and grades.
4. OTR states that funds are available in the FY 1956 budget to provide for these positions and that funds therefor are included in the Revised Budget Estimates for FY 1957. Memo dated 31 May 1956, Executive Officer to Chief, Management Staff, above subject, is attached (Tab II).
5. It is recommended that the personnel ceiling of Office of Training be increased by four (4) positions - two (2) professional and two (2) clerical - to augment the staff of the JOT program, subject to position evaluation by the Office of Personnel subsequent to DD/S authorization of the increase.

Document No. <u>009</u>
No Change in Class. ☐
☐ Declassified
Class. Changed to: TS S <u>1989</u>
Next Review Date: _____
Auth.: HR 70-3
Date: <u>24 JAN 1979</u> By: <u>011</u>

Chief, Management Staff

25X1A9a

The recommendation in paragraph 5 is approved:

These 4 positions should be charged to the DD/S "other" category.

OCT 16 1956
Date

ATTACHMENTS:

- Tab I - Proposal
- II - OTR memo dtd 5/31/56
- DD/S memo dtd 5/24/56

DISTRIBUTION:

Orig. & 1 - Office of Pers. (signed) M. Gates Lloyd

2 - DD/S ✓ *clear subject rearing*

Approved For Release 2001/08/10 : CIA-RDP78-04718A000200160004-0

1 - Comptroller

1 - Mgt/S

Mgt/S/SRM:ee 12 June 56)

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments